

**PRIOR ISSUE: 07/31/98:**

Any Arizona Department of Juvenile Corrections (ADJC) employee may complete a request for computer equipment (hardware) and software purchase(s) to increase his/her productivity and efficiency.

1. **ANY EMPLOYEE OR SUPERVISOR** may complete the Computer Hardware/Software request/Justification Form (Form 2205.01A) to explain the proposed use and cost/benefits in his/her work site or working unit.
2. The **REQUESTOR** shall forward the purchase requisition and the request/justification form after gaining approval is gained through the chain of command shall be forwarded to the Management Information Systems Administrator.
3. To ensure system compatibility with the agency automation plan, the **MANAGEMENT INFORMATION SERVICES (MIS) ADMINISTRATOR** shall recommend approval or disapproval, determine total component costs, and/or suggest alternative hardware/software, as needed:
  - a. If the request is disapproved, the **MIS ADMINISTRATOR** shall send a memo to the requestor with the decision within five working days to explain the reasons or proposed changes in hardware/software;
  - b. If the request is approved, The **MIS ADMINISTRATOR** shall forward the request on for processing.
4. For employee/supervisor proposals disapproved by the MIS Administrator the **REQUESTOR** may resubmit the request through the chain of command after the suggested modifications have been made on the purchase requisition and the request/justification form.
5. The **MIS ADMINISTRATOR** shall initial and forward approved purchase requisitions to the ADJC Central Office Purchasing Offices for processing and purchasing.

<b>Effective Date:</b>	<b>Approved by Process Owner:</b>	<b>Review Date:</b>	<b>Reviewed By:</b>